
Purpose	Define instances where the length of certification periods may be adjusted and in what circumstances this may occur.
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Variations In Certification Periods	A time variation of plus or minus 30 days is permitted for certification periods for breastfeeding women, infants, and children. This is to be used only in exceptional cases where participants are unable to be present at the scheduled subsequent certification appointment.
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Examples of situations where the 30 day adjustment might be used include, but are not limited to:

- ◆ participant or responsible party is ill
- ◆ transportation problems (car trouble)
- ◆ death in family
- ◆ participant cannot leave work for the appointment

Other avenues should be explored before using the 30-day adjustment. Using an Enrollment proxy (Volume I, Section B), would be one option. Another option would be to reschedule the appointment within a week if schedules allow or offer the participant an appointment at another clinic site.

Following a recertification visit made as a 30-day adjustment the participant would resume a normal recertification schedule.

Shortening a Certification Period	Certification periods may be shortened for any of the situations identified earlier in this procedure or when staff determines it would be beneficial to the client or clinic to do so.
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- ◆ Example of a –30 day variation:

- January, certified
- Scheduled for recertification in July
- Came in early, June, for recertification
- Next recertification visit would be December

If found ineligible during the recertification visit in June, checks should be issued as this is the sixth month of checks.

**Lengthening a
Certification Period**

Certification periods may be lengthened for any of the situations identified earlier in this procedure or when staff determines it would be beneficial to the client or clinic to do so.

◆ Example of a +30 day variation:

- January, certified
- Scheduled for recertification in July
- Unable to be re-screened in July
- Checks should be issued in July
- Recertification completed in August
- Next recertification would be in February
- If found ineligible during the recertification visit in August, checks are not to be issued.

For additional information on scheduling, see Volume I, Section O.